



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia World Congress Center 285 International Blvd. NW Atlanta, Georgia 30313 Accounting Department	Application Number 84-8	
Application Number		Date Received JAN 20 1984	Date Completed APR 6 1984
2. Person to Contact Evelyn Mason		Working Title Controller	Telephone Number 656-7600
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1976 Present		5. Records Series Title (followed by title used in office, if different) Collection File (Outstanding Invoices)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The purpose of the Georgia World Congress Center is to promote, develop and service regional, national and international convention and tradeshow activities within the State of Georgia and to maximize economic benefits derived to the State therefrom. The Accounting Department is responsible for recording and reporting receipts and disbursements of budgeted funds. Maintains accounting methods and procedures. Personnel, Purchasing and Labor Pool functions are also part of Accounting as well as maintaining all contracts, leases, etc.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Pending invoices for collection Included are: Invoice copy, utility service orders and related correspondence, collection agencies correspondence and charges. File is arranged: By event then numerically by invoice number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>Daily</u> ; Seven to twelve months old <u>3</u> ; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/10 dr.</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 6 MTHS XXX |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.
Accounts are usually collected within 3 to 6 months.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Hold in pending collection file until paid in full; ^{then} ~~At that time it is transfer~~
to Contract History File.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	1-20-84		1-20-84
State Records Committee (Signature)			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	4/3/84
		Secretary of State/Designee	3/30/84
		Attorney General/Designee	4-5-84